Northumberland County Council
JOB DESCRIPTION

Post Title: Cleaner	**Director/Service/Sector:** James Calvert Spence College		**Office Use**
Band: 1	**Workplace:** South Avenue and Acklington Road		**JE ref: HRMS ref:**
Responsible to: Cleaning Supervisor/Caretaker	**Date:** December 2017	**Lead & Man Induction:**	**SG40**

Job Purpose: Clean designated areas, as directed include toilets and associated facilities, ensuring that they are kept in a clean, safe and hygienic condition.

Resources	
Staff	None
Finance	None
Physical	Shared responsibility for the careful use of equipment.
Clients	None

Duties and key result areas: carried out in accordance with the school specification, individually or as part of a team, these include, but are not restricted to:-

1. Sweeping, mopping, wiping, washing, polishing, vacuuming, dusting and polishing walls, floors, furniture and fittings in accordance with service specification and standards and including personal items belonging to service users as necessary.

2. Empty litter bins, ash trays and otherwise remove small quantities of rubbish.

3. Use, as appropriate, powered equipment as provided, and ensure that relevant Health & Safety regulations are adhered to at all times.

4. Open and close premises as necessary, ensuring that the security of the premises is not compromised.

5. Report defects as directed.

6. Monitor usage and complete orders for required resources as and when required.

7. Other duties appropriate to the nature, level and grade of the post.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. You are therefore under a duty to use the school's procedures to report any concerns you may have regarding the safety or well-being of any child or young person.

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

Work Arrangements

Transport requirements:	Travel is required between the two sites
Working patterns:	Determined by designated area and usage and contract of employment.

Northumberland County Council
PERSON SPECIFICATION

Post Title: Cleaner	**Director/Service/Sector:** School	**Ref:**
Essential	**Desirable**	**Assess by**
Qualifications and Knowledge		
No particular knowledge or qualifications are required	Some knowledge of the range of tasks together with the operation of associated tools and equipment.	
Experience		
No specific experience in the workplace is necessary.	Some experience in a building cleaning environment.	
Skills and competencies		
Able to understand and follow straightforward spoken and written instructions. Able to keep basic work records. Strength, dexterity and co-ordination to use a range of cleaning tools and equipment. Listens, consults others and communicates clearly. Reliable and keeps good time.		
Physical, mental, emotional and environmental demands		
Regular need to lift and carry items of moderate weight. Maintain an awareness of surroundings and safe working methods. Limited contact with, or work for, others leading to few emotional demands. Normally indoors with some exposure to unpleasant conditions such as toilet areas.		
Motivation		
Appropriately follows instructions to achieve set objectives. Committed to the provision of quality services to achieving customer satisfaction. Adapts to change by adopting a flexible and cooperative attitude. Supportive and adapts to team working. Demonstrates integrity and upholds values and principles. Promotes equal opportunities and diversity in all aspects of work.	A willingness to undertake job related training.	
Other		

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits